

HOW TO CORRECTLY COMPLETE THE QUALIFICATION QUESTIONNAIRE FORM

1. Use ONLY a number 2 pencil - Do NOT use any type of ink pen or pencils with colored lead.
2. Respond to ALL questions - by completely filling in the circle under the correct answer with pencil. Do NOT mark the circle with an 'X' or a '✓' mark - **regardless of whether the answer is a 'yes' or a 'no' response.**

CORRECT WAY TO FILL IN THE CIRCLE - 

INCORRECT WAY TO FILL IN THE CIRCLE - 

INCORRECT WAY TO FILL IN THE CIRCLE - 

3. Review the name and address information. Line through any incorrect information and print any corrections in the block where the address and name are found. Change only incorrect information.
4. Be sure to indicate your **current** county of residence in the appropriate block.
5. Question #7 should ONLY be answered if you answer 'YES' to either question #5 or #6. If both questions #5 and #6 are 'NO' - do not respond to question #7.
6. When responding to question #14, there are only two (2) grounds available. All others will be considered at the time a summons is issued. If either of the two categories listed under the circles apply to you - fill in the appropriate circle. Excuse requests based on health reasons of the prospective juror, should be responded to in question #8 on the lift of this form, with further explanation provided on the back as directed. Do NOT mark circle #8 in **this** section. Do NOT mark circle #3 through 10 in this section - they do not refer back to other questions on the form. Some federal courts have up to 10 categories for requesting excuse. The Middle District of North Carolina does not.
7. Your social security number is requested on a voluntary basis at this time.
8. Be sure to sign your name.
9. Indicate the date the form was completed and signed to the right of your signature in the appropriate space.
10. Mail the form back in the enclosed pre-addressed postage-paid envelope. Do NOT mail the form back to Greensboro, North Carolina address.